

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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September 28, 2006

Ms. Pam Mason
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

Dear Pam:

Enclosed are copies of meeting minutes approved at the 9/26/2006 board meeting:

July 25, 2006 Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields
Director

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**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

July 25, 2006

The July meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Karla Duff-Mallams, Steve Elliott, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Mary Olshefski and Beverly Sue Ryan. Janey Taylor was excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Jill Bartlett	Northland Early Education Center
Krista Hurd	Northland Early Education Center
Randy Hylton	Vocational Services
Barbara Griggs	Concerned Care
Jean Elliott	Former DDRB Board Member
Wendy Witcig	Triality
Lisa Chomor	Immacolata Manor

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Northland Early Education Center: Spring 2006 Newsletter
- Jewish Vocational Service: Summer 2006 Newsletter; invitation to the IMAX Fundraiser on 8/6/06
- Concerned Care: 2005 Annual Report
- Immacolata Manor: Newspaper article on groundbreaking ceremony for new fully accessible seven-bedroom group home.

APPROVAL OF THE MINUTES

Lorry noted one correction for the special board meeting minutes on page 1, first sentence under the heading "Local and State Dollars to Purchase Services". The word "million" should be added after \$2.

Lorry moved and Mary seconded that the minutes of the Tuesday, May 30, 2006 Special Board Meeting be approved with the one correction as detailed above. The motion passed unanimously.

Lorry moved and Mary seconded that the minutes of the Tuesday, May 30, 2006 Regular Board Meeting be approved. The motion passed unanimously.

COMMITTEE REPORTS:

Executive Committee

Glynda reminded all board members to return their Director evaluation forms to her on or before September 19.

Audience members were reminded that the August 29 board meeting was cancelled. The next meeting date is Tuesday, September 26.

Norman, Steve and Glynda attended the Clay County annual volunteers' banquet; Sharon wrote a thank-you note to the Clay County Commissioners per Glynda's request.

Finance Committee

Review Financial Requests - DDRB Insurance Renewals:

Workers Compensation

The Hartford submitted an invoice for \$49 to cover the actual coverage on the Workers Compensation policy from 5/8/2005 to 5/8/2006. The additional amount due is the difference between the estimated premium paid when the policy was renewed and the actual premium due after completion of the audit for the policy year. The funds would be taken from Account #5000:120 Insurance.

Steve moved and Karla seconded that the Board approve payment of \$49 to The Hartford to cover additional charges on the Workers Compensation Policy for the period of 5/8/2005 to 5/8/2006 based on the difference between the estimated premium at the time of renewal and the actual premium after completion of the audit for the policy year. Voting yes: Gail, Karla, Steve, Norman, Glynda, Lorry, Mary and Beverly Sue. The motion passed.

Residential Services Committee

No report. The Committee plans to meet prior to the September board meeting to develop a policy manual for residential providers who lease Board property used as group homes.

Employment/Training Committee

No report.

Support Services / Transportation Committee

No report.

Long Range Planning Committee

No report.

Property Maintenance Committee

Window Bids for CY06 Budget: Dan Smith

Dan has collected some bids for windows included in the 2006 budget for Northland, Flora and Liberty Houses. The 2nd quarter inspections revealed that Ridgeway House also needs some window replacements. These will be added to the list of items to bid. Dan said the delivery time would be 2-4 weeks. It would take approximately two days per house to make the replacements.

2nd Quarter 2006 Inspections: Board-Owned Properties – Dan Smith

Flora House:

The basement has not leaked after the front planting bed was removed and concrete poured to provide a watershed; he will continue to monitor this situation.

Liberty House:

- Concerned Care removed a dead tree along the driveway.
- The roll-in shower repairs have been completed. Dan distributed pictures to show the extent of the damage and the finished project. The grout in the roll-in shower needs to be sealed periodically, every six months or so. Sharon was asked to pass along this information to Barbara Griggs for her to add this item to her monthly monitoring checklist or to Bill Sause's list of projects to complete.

Northland House:

The property needs ¼ or ½ yard of dirt to fill holes in the yard and around the sidewalks. One area that has settled is where a tree was removed years ago. Dan will discuss this with Bill Sause.

North Main:

- The fence between the laundry building and storage shed was rotten and fell down. This has been cleaned up and hauled off.
- The concrete parking curbs have been placed into storage for future use at other properties.

Ridgeway House:

- Some windows need to be replaced. These will be added to the bid list for windows included in the 2006 budget.
- One air conditioner was replaced in April 2006. The other unit on the south side will also need to be replaced before spring.
- The roof will need to be replaced eventually. It is one layer of split, rough, square wood.

Sherwood House:

- Dan consulted the suppliers of the Pergo flooring about the section in the dining room that is separating. They said it could be filled with no problems. Dan will complete this work.
- The basement ceiling has been damaged due to an overflow of water from the bathroom shower on the main floor. New vinyl flooring was installed recently to replace the old tile floor in that bathroom. The new flooring and the toilet have been caulked; the leak has stopped. Since the basement is used for storage, no repairs will be done at this time.

920 S. Kent Building

Suite "A: Triality

- Parking sign posts need to be straightened and painted.
- The downspout on the west side has come loose; it needs to be fastened.
- The sill cock in the back of the building is damaged. Dan tested it and got it to operate. The cost to replace it will be costly because an inside wall must be torn out to gain access. Also, Dan was concerned about the sill cock's role in holding and releasing water from the building's sprinkler system. This project has been on hold since the sill cock is not being used on a consistent basis. There are other sill cocks on the building; it would just require a longer hose to use them.
- There is constant water damage to ceiling tiles in Rooms #103 and #108 caused by the sprinkler lines sweating. The area between the sprinkler pipe and the ceiling tile is very limited in height. Dan is looking into moisture-resistant tiles.

Driveways to be sealed:

The cracks in the driveways at Flora, Liberty, Northland and Ridgeway Houses need to be filled and sealed before winter. Glynda asked Dan to coordinate this with Concerned Care.

Repairs to Air Conditioning Unit: Suite "B" – Conference Room

Mose Electric quoted a cost of \$1,949 to replace a compressor in the unit that serves the Board's conference room. A new unit replacement was quoted at \$8,181. The unit was installed in 1995; it has been well-maintained.

Lorry moved and Mary seconded that the Board approve the \$1,949 bid from Mose Electric to replace the compressor in the air conditioning unit that serves the Board's conference room. Voting yes: Gail, Karla, Steve, Norman, Glynda, Lorry, Mary and Beverly Sue. The motion passed.

Repairs to Liberty House Shower

Concerned Care contracted with Dan Smith to make repairs to the roll in shower at Liberty House at a cost of \$1,681.23. Sharon provided a complete file on the attempt to find out what happened to cause this extensive damage; Concerned Care was not able to provide an explanation. Sharon asked the board to consider having Concerned Care pay for the damages since they were above and beyond the normal wear and tear on the property.

Steve moved and Beverly Sue seconded that the Board approve payment of the \$1,681.23 against Concerned Care's maintenance budget for the Liberty House shower repairs. Voting yes: Karla, Steve, Norman, Glynda, Lorry, Mary and Beverly Sue. Voting no: Gail. The motion passed.

Concerned Care's Request: Switch from Protection One to ADT at Sherwood House

Concerned Care had several problems with Protection One. One problem was equipment that needed to be repaired and/or replaced. The other concern was that the dedicated phone line was sending a false signal to the fire department. After Concerned Care aggressively pursued a solution to their problems, Protection One repaired the equipment to their satisfaction. The phone line problems were the result of Concerned Care's direct care staff connecting another phone line into the fire safety system.

Concerned Care advised that the lease for Protection One expires in May 2007. If the lease is terminated before that time, the cost for the contract buyout is \$1,750. ADT would require \$792 to connect the existing equipment to their system.

The recommendation was to keep Protection One until the lease expires in May 2007 since all problems have been corrected and the house and the residents are protected. Concerned Care should come back to the Board and request a switch to ADT at that time.

If Concerned Care wants to switch prior to the lease expiration date, they would be responsible for all costs. Board members agreed that the Board would do nothing on this subject until Concerned Care makes a request to switch to ADT next May.

OLD BUSINESS:

None.

NEW BUSINESS:

Set the Levy for 2006

Tax valuations will not be available until after August 1. These are the figures needed to complete the State Auditor's forms for calculating the levy. The State Auditor's forms must be completed and submitted to the Clay County Clerk's Office prior to September 1. The Board must also advise the Clay County Commission what levy rate will be set for 2006 prior to the September 1 deadline. Since the board will not have a regular meeting in August, it was recommended that the board set the levy at the maximum legal rate to comply with Missouri laws per calculations on the State Auditor's Tax Rate Summary Page, Line J.

Lorry moved and Steve seconded that the Board set the 2006 levy at the maximum legal rate to comply with Missouri laws per calculations on the State Auditor's Tax Rate Summary Page, Line J. The motion passed unanimously.

COMMUNICATIONS: Guests

Over 150 persons attended Vocational Services' 40th Anniversary celebration. DESE's new workshop director is Fulvio Franzi, who replaced Larry Young upon his retirement. VSI returned the Board's check for the DESE June 2006 shortfall, since DESE paid that obligation from funds in their 2007 budget.

Northland Early Education Center introduced their new Development Director, Krista Hurd.

Concerned Care will celebrate 10 years at their administration building with an open house on August 24.

Immacolata will be hosting their 7th annual motorcycle run. They have a new Development Director, Bruce Holloway. They have broken ground on a new group home to serve persons currently living in Carriage House; completion will be by the end of this year or early next year.

As there were no further discussions, the meeting was adjourned at approximately 7:50 p.m.

Respectfully submitted,

Mary Olshefski
Secretary

